

ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)



PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE MULTI-DEPARTMENTAL FOR:

BOARD OF PRISON TERMS

DEPARTMENT OF CORRECTIONS (excluding Prison Industry Authority)

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with one of the departments listed OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections Department of Corrections
Personnel Examining Section Personnel Examining Section
P.O. Box 942883 1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95814

APPLICATION DEADLINE/ REQUIREMENTS **December 4, 2003** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Examining Section.

NOTE: Only applications with an original signature will be accepted.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **February/March 2004.**

SALARY RANGE \$4110 - \$4997

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing duties comparable to a Programmer II.

Or II
Eighteen months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibilities under general supervision to plan and develop programs to be processed on information technology systems equipment, perform systems analysis, or systems programming work.

Or III
Equivalent to graduation from a recognized college or university with a total of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

EXAMINATION PLAN (CONT'D)	<p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Information technology systems programming, equipment, and its capabilities.2. Principles and techniques of studying work processes for new or revised information technology system applications.3. Principles of designing methods of processing information.4. Technical report writing. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Write complex programs and develop detailed program specifications.2. Analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions.3. Apply creative thinking in the design and development of methods of processing information with information technology systems.4. Establish and maintain cooperative working relationships with those contacted in the course of the work. <p>If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
ELIGIBLE LIST INFORMATION	<p>A multi-departmental promotional eligible list will be established to fill vacancies for all participating departments.</p> <p>The list will be abolished 24 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.</p>
POSITION DESCRIPTION AND LOCATIONS	<p>Under general supervision, independently performs programming and analysis work, and/or acts as leader of a team of programmers, and/or participates with other programmer analysts on projects of a very complex nature or unusually broad scope and performs other related work.</p> <p>Positions are located in Sacramento with California Department of Corrections and Board of Prison Terms.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veterans' preference points and career credits are not granted in promotional examinations.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections' Personnel Examining Section at (916) 322-2694 three weeks after the final filing date if he/she has not received a progress notice.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) statewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

November 13, 2003

CALIFORNIA DEPARTMENT OF CORRECTIONS

NOTICE OF CORRECTION

EXAMINATION TITLE: **Associate Programmer Analyst (Specialist)**

EXAMINATION BASE: **Departmental Promotional for:**
Board of Prison Terms
Department of Corrections
(excluding Prison Industry Authority)

FINAL FILING DATE: **December 4, 2003**

This is to announce a change to the Examination Base. The Examination will be given Departmental Promotional, creating separate lists for Board of Prison Terms and Department of Corrections, instead of Multi-departmental Promotional.

PERSONNEL EXAMINING SECTION